January 23, 1962

Mr. Richard C. Carroll
Dean of Undergraduate Affairs
Yale College
Sheffield Hall
New Haven, Conn.

Dear Dean Carroll:

I have held off sending you an agenda for the Intercollegiate Broadcasting System convention until more details could be worked out. As it now stands:

The Convention will be held in New Haven on Saturday April 7.

WYBC will staff a regiwtration to be held in the Glee Club room on the second floor of Hendrie Hall. This should take from 9 until approximately 11 a.m. A full schedule of the day's events including maps of the University and a welcoming letter from us will be distributed. We are looking into the possibility of an equipment display with appropriate literature which should be provided free-of-charge by various equipment manufacturers. The WYBC studios are located conveniently enough so as to be luring and small enough so as not to be too time consuming and it is our hope that many IBS members will want to tour the facilities following the registration.

Between the hours of 9:45-11:45 in the morning and 3:15-5:00 in the afternoon there will be arranged a series of "Sessions" devoted to the discussion of various aspects of broadcast operations: advertising and production techniques, station promotions, the college audience, carrier current engineering and the like. Each session will be keynoted by a student from one of the college stations. Since we and IBS are still in the process of lining up topics and moderators no steps have been taken as yet concerning the locations for these sessions.

In an application sent to all member stations one month in advance of the Convention a $2.00 fee will be charged for lunch. At the morning registration all those who have paid will be given a choice of eating at either Mory's or Commons. Depending on their choice they will then be given a card to be presented at either one of the two places. This will all be done on a first-come-first served basis as we will know in advance how many will be having lunch and will divide the number up between Mory's and Commons. At Mory's the menu will include juice, soup, a main course of hamburger steak, desert and coffee. Alcoholic beverages will be made available to all on a pay-as-you-drink basis. The total cost of individual lunches at both places will be $1.50 and the charge of $2.00

apiece ~~maibhenvect~~ to provide for incidental expenses - coffee at registration, tips and the like.

Following lunch, at approximately 1:30, there will be the General Session which will include the welcoming address, keynote speech, introduction of officers, presentation of program awards. This main meeting will be held at Sprague Hall. We are currently working on several exciting prospects for keynote speakers and I am reluctant to give any names until we are sure. My hopes are currently very high that whoever it turns out to be will not only attract attention from attending members but also will be dynamic enough so as to lure reluctant members to the Convention and spur on some sort of a question-answer period following the address.

Overnight accomodations will be provided by the Hotel Taft. The hotel is big enough to handle an extra large turn-out should there be one. We are currently expecting about 250 based on past figures. In the application to be sent out two months previous to the 7th the rates for overnight accomodation will be included: $4.50 for a double room, $6.00 for singles. The Taft will receive a full deposit through IBS two weeks ~~preadvance~~. I have arranged for several rooms to be left open for late entries but this deadline will be as strictly enforced as possible. Between now and the date of the release of the application blanks we will look into any concerts that may be planned for that evening and tickets for that might well be included as an optional choice in the entry.

We would very much like to hold one or two seminars on Sunday afternoon at the station on the topic "College Radio." We will invite and encourage all those who will be staying in New Haven overnight to participate. Tapes of these seminars as well as of the keynote speech will be made available to any IBS members or to anyone else who may be interested.

This is as much information as I have at the moment and as you can tell there is still a lot to be done. I will certainly fill you in on further developments. With an opportunity like this we are planning to make the most of our position as hosts by helping to make this meeting as fruitful as possible. Not only will we in a sense be performing a service to other college stations but, on a purely personal level, this Convention should be one of the high spots in a month in which we hope to over-extend ourselves in celebration of our 20th Anniversary of broadcasting.

In the not too ~~fastdistfuture~~ I plan to pay you a visit to discuss the question of soundproofing and to whet your appetite for one of our "Champagan white" AM/FM radios. In the meantime accept my thanks for your continuing interest in our activity.

Sincerely,

John H. Davison, Chairman
The Yale Broadcasting Company